

REQUEST FOR QUOTATION  
#4351000031  
**SALE OF SURPLUS WEIGHT LIFTING EQUIPMENT**

ISSUE DATE: November 17, 2003

**SUBMISSION DEADLINE: November 26, 2003 at 3:00 P.M.**

The Montgomery County Office of Procurement is soliciting bids for the above-referenced Request For Quotation. Bids must be returned not later than the date and time listed above. If a bidder is interested in submitting a bid but cannot make the submission deadline, the bidder may call the Office of Procurement to see if an extension may be granted. If a bidder is not interested in submitting a bid at this time, the bidder should sign the Quotation Sheet, write/type "NO BID" on it, and return it to the Office of Procurement.

The following pages contain the terms, conditions and specifications for this Request For Quotation.

You may **fax your bid to (240) 777-9952** provided that the County receives the original bid within five (5) days after receipt of the fax copy.

Should you have questions regarding the items listed on the Quotation Sheet, please call James Jones at (240) 777-9761. Should you have any questions regarding the information contained in this Request For Quotation, you may contact Michael Thomas, Senior Procurement Specialist at (240) 777-9929.

**INTENT**

The intent of this Request For Quotation is to solicit offers for the purchase of surplus weight lifting equipment from Montgomery County, Maryland as per the terms, conditions, and Quotation Sheet contained herein.

**BIDS**

Bids will be received in Suite 180, Rockville Center, 255 Rockville Pike, Rockville, Maryland 20850-4166 up until 3:00 P.M. on November 26, 2003.

**GENERAL CONDITIONS**

The General Conditions of Contract Between County & Contractor are incorporated and made part of this Request For Quotation except that the provision #20 (Insurance) is hereby deleted from these General Conditions. Should you wish a copy of the General Conditions, please call Michael Thomas at (240) 777-9929.

**METHOD OF AWARD**

The basis of the award will be made to the bidder with the highest bid price for each item. The Director, Office of Procurement reserves the right to reject any or all bids and to waive any informality in bids received whenever such rejection or waiver is in the best interest of the County.

**CONDITION OF SURPLUS**

The equipment is used. All surplus is sold "AS IS" and "WHERE IS" and Montgomery County makes no guarantee as to the condition, performance or specifications of any of the items listed for sale herein.

**INSPECTION OF SURPLUS**

**All surplus for sale herein may be inspected by calling James Jones at (240) 777-9761 for an appointment during normal business hours (8:30 A.M. to 3:00 P.M., Monday through Friday, except legal County holidays. The equipment is located at 1307 Seven Locks Road, Rockville, Maryland.**

**PRICES**

**Prices are net, inclusive of all costs or charges to the bidder relative to the removal of surplus off County premises; and/or purchase of the surplus. Prices are to be less Federal, State and local taxes.**

**VERBAL EXPLANATIONS**

Verbal explanations or instructions given by a Montgomery County employee to a bidder in regard to this Request For Quotation is not binding on the County.

**FAILURE TO INSPECT**

Failure to inspect the surplus items offered for sale herein prior to bid award does not relieve the bidder of any obligation incurred by bidding or by being determined to be the successful bidder.

**PAYMENT AND REMOVAL**

Notification of award constitutes an agreement between the County and the bidder to sell the equipment subject to the bid under the terms and conditions of this Request For Quotation for the price bid. Within ten (10) calendar days after notification of award, the successful bidder(s) shall make payment in full, in the form of cash, a certified check, a cashier's check, a Post Office money order, or any other money order that guarantees payment. Checks shall be made payable to Montgomery County, Maryland and sent/delivered to the Office of Procurement, Attn: Michael Thomas, 255 Rockville Pike, Suite 180, Rockville, Maryland 20850-4166. Award notification will be sent listing the Request For Quotation number, Item(s) awarded, item price(s) and total amount due the County. One copy of the award notification should accompany payment.

The successful bidder must remove surplus equipment within twenty (20) calendar days upon notification from the County that an acceptable payment has been made. **Bidder must supply all personnel and equipment necessary to remove equipment from County premises at the date and time agreed upon by both parties.**

Failure to submit payment as required above may be reason to consider the bidder as in default of the sales agreement. Equipment that is not removed from County premises within this time frame listed above may be deemed abandoned and disposed of as such.

**PROTECTION OF EXISTING FACILITIES**

The contractor shall take all necessary precautions during the period of service to protect existing County facilities from damage by the contractor, contractor's employees, subcontractor or subcontractor's employees and shall repair or replace, at the contractor's own expense, any damaged property caused by the contractor, contractor's employees, subcontractor, or subcontractor's employees.

**RECYCLED MATERIALS AND PRODUCTS**

It is the intent of the Montgomery County to maximize the use of recycled materials and products. **Contractors are therefore requested to use, to all extent possible, recycled products in the performance of their services to the County, i.e., invoices, reports, packaging, pallets, etc.**

**QUOTATION SHEET**

Please quote on this sheet your best offer on the items described herein.

The highest net return will be determined by the unit price offered for each item. Bidders may bid all or part of each item. In case of multiple bids on any item, the bidder offering the highest unit price will be given first preference in selecting equipment. However, the Director, Office of Procurement, reserves the right to award in the aggregate, if she deems it to be in the best interest of the County.

ITEM NO.	DESCRIPTION	QUANTITY AVAILABLE	PRICE OFFERED
1.	Heartline Leg Curl Machine	1	\$_____
2.	Heartline Chest Press Machine	1	\$_____
3.	Heartline Leg Extension Machine	1	\$_____
4.	Heartline Abdominal Slant Board	1	\$_____
5.	Heartline Smith Machine	1	\$_____
6.	Heartline Squat/Calf Machine	1	\$_____
7.	Sport Art 3250 Treadmill	1	\$_____
8.	Flat Benches	4	\$_____
9.	Incline Bench	1	\$_____
10.	Shoulder Press Machines	2	\$_____
11.	Universal Centurion 1020 Multi-Set	1	\$_____

**PLEASE NOTE:**

- 1) Above items are used.
- 2) The County offers no warranty expressed or implied, on these items. THE ITEMS ARE SOLD ON AN "AS IS" and "WHERE IS" BASIS.
- 3) In submitting an offer to buy this equipment, the bidder agrees to pay all costs to pick up from the County's facility, and the bidder's price offered shall take these costs into account.
- 4) Montgomery County reserves the right to reject all offers if, in the sole judgment of the County, the prices are unacceptable.

- (1) Where the vendor is a corporation, the signature must contain the corporation seal OR an attestation of a separate corporate officer (usually the secretary) of the authority of the signing corporate officer to bind the corporation;
- (2) Where the vendor is a partnership, at least one general partner must sign;
- (3) Where the vendor is a sole proprietor, the owner of the company must sign.

COMPANY'S FULL LEGAL NAME
STREET ADDRESS
CITY, STATE & ZIP CODE
***** *                    * *     CORPORATE     * *        SEAL        * *                    * *****

OR

TELEPHONE NUMBER
AUTHORIZED SIGNATURE
PRINTED/TYPED SIGNATURE
DATE
<u><b>CORPORATE ATTESTATION<sup>1</sup></b></u>
PRINTED/TYPED NAME
TITLE
SIGNATURE
DATE